

A night sky filled with colorful fireworks exploding over a body of water. The fireworks are in various colors, including red, orange, yellow, and white, and are exploding in various patterns. The water in the foreground is dark and reflects the light from the fireworks.

**Happy New Year!**

**HR Forum**

January 14, 2009



# HRSC Employee Records

Robin Jarman

HR Manager

Human Resource Service Center

# Updates

- New Form I-9
- I-9 Checklist for Department Representatives
- Selective Service Registration

# New Form I-9

- Takes effect February 2
- Section 1 New Citizenship Option
- Section 2 Employment Date
  - After start date
  - Before start date
- List of Acceptable Documents
  - Do not accept expired documents

# I-9 Checklist for Department Representatives

- Available on HR Web site
  - Manager or HR Professional
  - Forms
    - Form I-9, Employment Eligibility Verification;  
Form I-9 Checklist for Department Reps

# Selective Service Verification

- Only males 18 to 25
- No printed proof of registration
- FAQ on the HR Web site
  - Manager and HR Professional
    - Forms
      - [Selective Service Eligibility and Verification; Selective Service Verification FAQ](#)



# **President's Awards for Outstanding Staff and Supervisors and Staff Service**

**Kelly Lomasney**

**Interim Assistant Director**

**Human Resource Service Center**

# President's Awards Ceremony

- Thursday, May 7, 2009
- 2:00 – 4:00 p.m.
- Texas Union Ballroom

# Outstanding Staff and Supervisor Awards

- Nomination period closed
- 182 nominations for staff
- 117 nominations for supervisors
- Selection committee reviews through February
- Deans, Directors and VPs notified of winners in March
- Winners honored at May 7 ceremony

# Staff Service Awards

- Staff with 10, 15, 20, 25, 30, 35, 40 and 45 years of eligible service will be honored
- Recipient list available online
  - [www.utexas.edu/hr/awards/service](http://www.utexas.edu/hr/awards/service)
- The deadline for requesting additions or changes to the list is February 27, 2009
- Please review and direct any questions to Regina Garza at [regina.garza@austin.utexas.edu](mailto:regina.garza@austin.utexas.edu) or 475-9060



# Retirement Programs Updates

Vilma L. Santos

Interim Human Resources Manager

Human Resource Service Center

# ORP Matching Contribution Rate Increase

- Effective 1/1/2009 for participants enrolled in ORP on or after 9/1/1995
- Rate increases from 7.5% to 8.0%
- Subject to Board of Regents approval, rate will increase .5% each year until it reaches 8.5%
- ORP participants enrolled as of 8/31/1995 will remain at 8.5% matching
- E-mail communication was sent directly to participants affected by increase on 11/25/2008
- The employee contribution for both groups (pre and post 9/1/1995) is 6.65%

# New UT Saver TSA Minimum Contribution Amount

- Minimum monthly contribution amount to the UT Saver Tax Sheltered Annuity will decrease from \$25 to \$15 a month
- This became effective as of 1/1/2009
- HRS Retirement page has been updated to include this information
  - <http://www.utexas.edu/hr/current/retirement/tsa403b.html>
- The DCP minimum contribution of \$20 will remain the same



# Flexible Schedules

Corina Del Toro

Senior HR Representative

Employee and Management Services

# Flexible Schedules

- University policy 9.32 Work Schedule
  - Provides the established regular work hours for full-time classified employees as 40 hours per week.
  - It also provides that departments may stagger the work day between 7 a.m. and 6 p.m. providing that all offices shall be open during the hours from 8 a.m. to noon and 1 p.m. to 5 p.m., Monday through Friday.
  - The president may approve exceptions to this schedule upon written application.
- On August 5, 2008, the president delegated to the Associate Vice President of Human Resource Services the authority to approve flexible schedules.

# Application

- Applies only to employees requesting new flexible schedules
- Does not apply to faculty or to students in positions that require student status
- Shift workers and employees in positions created as part-time will not need to complete this form
- Reasonable notice, at least 10 working days, will be required for either the employee or the department to change/revoke the scheduled arrangement

# Form Highlights

- Employee and Department Information
- Request Details
  - For example, 4/10s would be a compressed work week
  - Telecommuting still requires a separate telecommuting agreement
- Considerations
  - Employees and departments are jointly responsible for ensuring the considerations listed have been discussed and addressed
- Supervisor Response to Proposal
- Signatures

# Process

- This form is available on our website at:  
<http://www.utexas.edu/hr/forms/fwa.pdf>
- Employee completes the form and provides it to his/her supervisor
- Supervisor reviews Considerations Section with employee (and other management personnel required by the department)
- Department head (or designee) reviews and approves/denies
- If approved, department sends to designated Employee and Management Services representative
- EMS will ensure HRS review and return signed agreement to department



# **New FMLA Legislation**

**Luther Johnson**

**Assistant Director**

**Employee & Management Services**

# New FMLA Legislation

- New FMLA changes take effect on January 16, 2009.
- To ensure your department's compliance with this new legislation, please download and print the PDF document located at this address <http://www.dol.gov/esa/whd/fmla/finalrule/FMLAPoster.pdf>
- Post the changes over the old information on your departmental compliance posters. The document should fit in the upper left hand corner space over the old FMLA legislation.



# Work/Life Services & EAP Updates

Christopher Solis  
Office Manager

# Chronic Illness

Coping with Emotional and Relationship Impacts

Presenter: Jennifer Jones,  
M.Ed., Private Practice



Thursday, January 22

Noon to 1 p.m.

Texas Union, Eastwood Rm

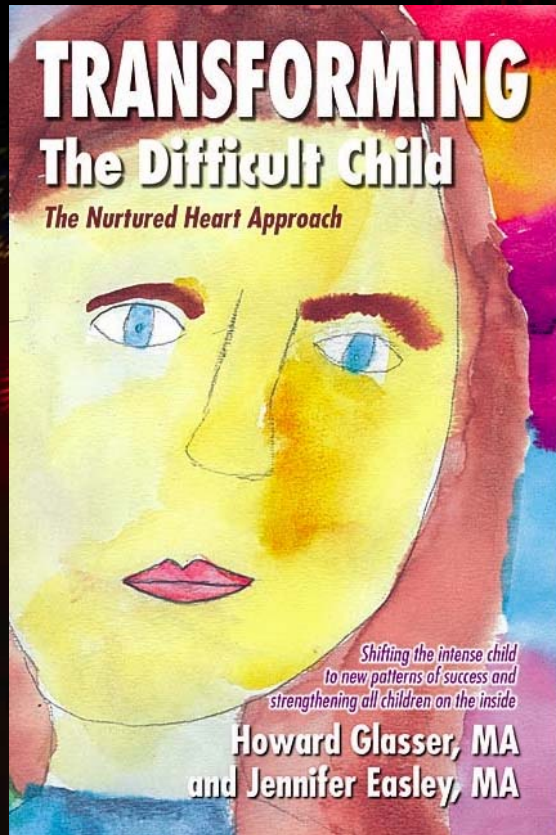
UNB 2.102

For patients, care-givers and others who  
have a relationship with those who  
manage on-going health concerns

Contact: [eap@austin.utexas.edu](mailto:eap@austin.utexas.edu)

# Transforming the Difficult Child

An Introduction to *Transforming the Difficult Child*  
By Howard Glasser



Tuesday, January 27

Noon to 1 p.m.

Texas Union, Chicano Culture  
Room, UNB 4.206

Presenter: Elizabeth Sylvester, Ph.D.  
Private Practice

Contact: [eap@austin.utexas.edu](mailto:eap@austin.utexas.edu)

# Tools for Responding to Distress & Disruption in the Workplace

Presenter: Rita Handrich, Ph.D., Psychologist



For Managers & Supervisors

Tuesday, February 3, 2009

9:00 a.m. to Noon

NOA 4.106A

Registration required

Contact: [eap@austin.utexas.edu](mailto:eap@austin.utexas.edu)

# Workplace Rudeness & Incivility

Presenter: Rita Handrich, Ph.D., Psychologist



For HR Reps & Managers

Thursday, February 5, 2009

8:30 a.m. to Noon

NOA 4.106A

Registration required

Contact: [eap@austin.utexas.edu](mailto:eap@austin.utexas.edu)



# HRMS Updates

Rich Burns

Director

Staffing & Career Management Services

# HRMS: Origination Date

- The origination date is on the first screen—“details” screen—when creating a new position.
- The default is today’s date.
- It is the first date that the position can be active in HRMS.
  - Users cannot place an employee in the position earlier than the origination date.
  - Users can change the origination date to an earlier date if the position has never been filled. To change the origination date, select Modify from Position Details in HRMS.

# Retroactivity

- Users cannot make a change effective in the month prior to the transaction date.
- Please make sure that transactions effective for January are completed this month.
- Where genuine administrative error has occurred, contact a SCMS representative for processing.
- Account changes (only) do not constitute retroactivity in the context of the policy/rules.

A night sky filled with colorful fireworks exploding over a body of water. The fireworks are in various colors, including red, orange, yellow, and blue. The water in the foreground is dark, with some light reflecting off the surface. The overall scene is festive and celebratory.

See you next time...

February 11, 10 a.m.